



STATE OF FLORIDA
JUDICIAL QUALIFICATIONS COMMISSION
ROOM 102, THE HISTORIC CAPITOL
TALLAHASSEE, FLORIDA 32399 - 6000
(904) 488-1581

May 16, 2000

Mr. Robert W. Butler
13910 Oberlin Manor Way
Tampa, FL 33613

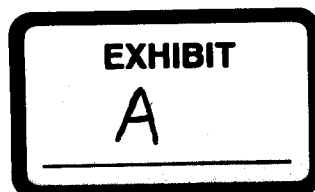
Re: Inquiry No. 00-143

Dear Mr. Butler:

This will confirm your employment as special investigator for the Judicial Qualifications Commission beginning this date. You will act as special investigator for the Commission in connection with the above inquiry. You will be compensated _____ per hour for services. Contractual services shall not exceed _____. We will appreciate your submitting statements on a monthly basis.

You will be reimbursed for costs in connection with the investigation of this inquiry, including but not limited to, postage, xerox, long-distance telephone charges and evidence procurement. All miscellaneous receipts are necessary. A State form, "Expenses Other Than Travel" is necessary when submitting expenditures.

Actual airfare costs(coach fare) and/or travel by personal automobile at 29¢ per mile will be reimbursed. For overnight travel, single-room lodging costs and a meal allowance of up to \$21



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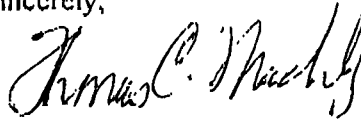
May 16, 2000

Page Two

per day are reimbursed. Incidental expenses, i.e., reasonable taxi fares, tolls and parking fees are reimbursable. A travel reimbursement form is required each time travel is performed for the State. Please retain all receipts and submit them with the voucher. Airline coupons and hotel receipts are mandatory. Meal receipts are not required as allowances are predetermined by trip departure and return times.

Please keep accurate records of your employment, expenditures and travel so that reimbursement may be made in accordance with the regulations of the State Comptroller's Office.

Sincerely,



Thomas C. MacDonald, Jr.
General Counsel

TCMjr/km

AS REFLECTED BY THE CONFIDENTIAL FILES OF THE COMMISSION, I HEREBY
ACCEPT EMPLOYMENT AS STATED ABOVE.



Robert W. Butler

Section 215.422, F.S., provides that agencies have 5 working days to inspect & approve goods & services, unless bid specifications or the P.O. specifies otherwise. If payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty of .03333% per day will be due and payable in addition to the invoice amount. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency, may be contacted at (850)488-2924 or by calling the State Comptroller's hotline, 1-800-848-3792.